



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

S: 14 September 2015

IMKO-ABY-PLT

24 July 2015

MEMORANDUM FOR Commander, Eighth Army (G-3 Tasking)

SUBJECT: Support for the USAG Yongsan Army Family Action Plan Conference

1. IAW AR 608-47, Army Family Action Plan Program (AFAP), the USAG Yongsan annual AFAP Conference will be held from 06-08 October 2015. Pre-conference training will be held for Conference Work Team Members, SMEs and Delegates on 06 October 2015.

2. Representatives:

(a) Will be comprised of a cross-section of participants of the community. Representatives will have been members of the Area II community for minimum of six months and should have at least six months remaining.

(b) Will solicit issues of concern from their sponsoring units/activities prior to the conference and will be responsible for reporting issues, recommendations, and any resolutions identified during the conference.

(c) Work groups will be formed from appointed Representatives and led by trained facilitators to identify, confer, and present recommendations to solve the issues under discussion.

(d) All members of the community will be solicited to submit issues via media, community mayors, and through their Representatives.

3. Responsibilities:

(a) In order to establish a diverse population of Servicemembers, Family Members, Military Retirees, and Civilians organizations will be asked to provide a pool of delegates as indicated below:

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UNIT	PERSONNEL	RANK/GRADE	POSITION	RESPONSIBILITY
65 <sup>th</sup> MED BDE	1X Junior Enlisted	E-1/E-4		Delegate
	1X Junior Officer	O-1/O-3		Delegate
	1X Enlisted Family Member	E-1/E-8		Delegate
	1X Officer Family Member	O-1/O-6		Delegate
	2X KATUSA	E-1/E-5		Delegates
	1X Dental SME		OIC	SME
	1X Medical SME		OIC	SME
	1X EFMP SME		OIC	SME
	1X Tricare SME	Civilian		SME
1 <sup>st</sup> SIG BDE	1X Junior Enlisted	E-1/E-4		Delegate
	2X Junior Officer	O-1/O-3		Delegate
	1X Enlisted Family Member	E-1/E-8		Delegate
	2X Officer Family Member	O-1/O-6		Delegates
	2X KATUSA	E-1/E-5		Delegates
	1X Phone Operations		OIC	SME
501 <sup>st</sup> MI BDE	1X Junior Enlisted	E-1/E-4		Delegate
	1X Junior Officer	E-1/E-4		Delegate
	1X Enlisted Family Member	E-1/E-4		Delegate
	2X Officer Family Member	O-1/O-6		Delegate
	1X KATUSA	E-1/E-5		Delegate
HHB 8A	2X Senior Enlisted	E-7/E-9		Delegate
	2X Senior Officer	O-4/O-6		Delegate
	2X Senior Enlisted Family Member	E-7/E-9		Delegate
	2X Senior Officer Family Member	O-4/O-6		Delegate
	2X KATUSA	E-1/E-5		Admin Support
	1X SME 8A Surgeon		NCOIC/OIC	SME
	2X DAC Civilians	GS-09/12		Delegate
STB USFK	2X Senior Enlisted	E-7/E-9		Delegate
	3X Senior Officer	O-4/O-6		Delegate
	3X Senior Enlisted Family Member	E-7/E-9		Delegate
	3X Senior Officer Family Member	O-4/O-6		Delegate
2/2 AVN	1X Junior Enlisted	E-1/E-4		Delegate
	1X Enlisted Family Member	E-1/E-8		Delegate
	1X Junior Officer	WO-1/WO-3		Delegate

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UNIT	PERSONNEL	RANK/GRADE	POSITION	RESPONSIBILITY
176 <sup>th</sup> Finance	1X Junior Enlisted	E-1/E-4		Delegate
	1X Enlisted Family Member	E-1/E-8		Delegate
	2X DAC Civilians	GS-09/11		Delegate
	2X Budget Specialist	GS-11/GS-13		Delegate
	1X Finance Specialist		OIC	SME
411 <sup>th</sup> CCK	2X DAC Budget Plans	GS-11/GS-13		Delegate

(b) If organizations cannot provide the requested representatives, please contact Ms. Zenaida Bate at 738-7505/3617 or 2015yongsanafap@gmail.com as soon as possible in order to request additional support from the USAG Yongsan community.


4. Suspense:

(a) Delegate candidates, Support names and contact info are to be provided to the below listed POC by **14 September 2015**. Delegate candidates are to submit completed FY16 USAG Yongsan AFAP Delegate Applications to below listed POC by **21 September 2015**.

(b) Support personnel and delegates are required to attend pre-conference training on **06 October 2015** from 0900-1200 hours at the South Post Chapel.

(c) SME names and contact info are to be provided to the below listed POC by **14 September 2015**. SMEs are required to attend pre-conference training on **06 October 2015** from 0900 - 1200 at the South Post Chapel.

5. The POC for this action is Ms. Zenaida Bate at 738-7505/3617 or 2015yongsanafap@gmail.com.

  
MARIA P. EOFF  
COL, LG  
Commanding